

University of Connecticut: List of Smart HR Templates

Template Name	Template Type	Employee Group	Use	Entry	Approval	Finalization
UC_TBH_CLS	Hire	Classified	Use when processing a classified hire.	HR Workforce Solutions	Department Approver	Payroll Department
UC_TBH_GA	Hire	Graduate Assistant	Use when processing a graduate assistant hire.	Department Processor	Department Approver	Payroll Department
UC_TBH_GFEL	Hire	Graduate Fellow	Use when processing a graduate fellow hire.	Department Processor	Department Approver	Payroll Department
UC_TBH_GI	Hire	Graduate Intern	Use when processing a graduate intern hire.	Department Processor	Department Approver	Payroll Department
UC_TBH_GRAT	Hire	Gratis	Use when processing a gratis hire.	Department Processor	Department Approver	Payroll Department
UC_TBH_NONTIME	Hire	Unclassified Non-Time Reporter	Use when processing an unclassified non-time reporter hire.	Department Processor	Department Approver	Payroll Department
UC_TBH_NUCS	Hire	Non-UConn Student	Use when processing a Non-UConn Student hire.	Department Processor	Department Approver	Payroll Department
UC_TBH_SL	Hire	Student Labor	Use when processing a student labor hire.	Department Processor	-	-
UC_TBH_SL_RACA	Hire	Resident Assistant/Community Assistant	Use when processing a resident assistant/community assistant (RACA) hire.	Department Processor	Department Approver	Payroll Department
UC_TBH_SPNT	Hire	Special Payroll Non-Teaching	Use when processing a special payroll non-teaching employee hire.	Department Processor	Department Approver	Payroll Department
UC_TBH_SPT	Hire	Special Payroll Teaching	Use when processing a special payroll teaching employee hire.	Department Processor	Department Approver	Payroll Department

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UC_TBH_SP_ADDL	Hire	Special Payroll	Use when processing additional pay for a special payroll hire.	Department Processor	Department Approver	Payroll Department
UC_TBH_TIMERPT	Hire	Unclassified Time Reporter	Use when processing an unclassified time-reporting employee hire.	Department Processor	Department Approver	Payroll Department
UC_TBH_WS	Hire	Work Study	Use when processing a student work study hire.	Department Processor	Student Employment Office	Payroll Department
UC_TBH_DC_ADDL_PAY	Pay Change	Unclassified	Use when processing lump sum payments.	Department Processor	Department Approver	Payroll Department
UC_TBH_DC_CLAS_DEP	Data Change	Classified	Use when processing classified data changes. This template is department initiated.	Department Processor	Department Approver	Payroll Department
UC_TBH_DC_CLAS_HR	Data / Pay Change	Classified	Use when processing classified data or pay change. This template is HR initiated.	HR Workforce Solutions	Department Approver	Payroll Department
UC_TBH_DC_GA_PAY	Pay Change	Graduate Assistant	Use when processing a graduate assistant level or pay change.	Department Processor	Department Approver	Payroll Department
UC_TBH_DC_GI_PAY	Pay Change	Graduate Intern	Use when processing a graduate intern data pay change.	Department Processor	Department Approver	Payroll Department
UC_TBH_DC_GRAD_DAT	Data Change	Graduate Assistant/ Graduate Intern	Use when processing a graduate assistant or graduate intern data change.	Department Processor	Department Approver	Payroll Department
UC_TBH_DC_SPNT_PAY	Data / Pay Change	Special Payroll Non-Teaching	Use when processing a special payroll non-teaching data and/or pay change.	Department Processor	Department Approver	Payroll Department
UC_TBH_DC_SPT_PAY	Data / Pay Change	Special Payroll Teaching	Use when processing a special payroll teaching data and/or pay change.	Department Processor	Department Approver	Payroll Department

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UC_TBH_DC_STUD_DAT	Data / Pay Change	Student Labor/ Work Study/ Non-UConn Student	Use when processing a student labor, work study or non-UConn student data or pay change.	Department Processor	-	-
UC_TBH_DC_STU_ADDL	Pay Change	Resident Assistant/ Community Assistant	Use when processing a payment for a resident assistant/community assistant.	Department Processor	Department Approver	Payroll Department
UC_TBH_DC_UCLPAYDP	Pay Change	Unclassified	Use when processing an unclassified pay change. This template is department initiated.	Department Processor	Department Approver	Payroll Department
UC_TBH_DC_UCLPAYHR	Pay Change	Unclassified	Use when processing an unclassified pay change. This template is HR initiated.	HR Workforce Solutions	Department Approver	Payroll Department
UC_TBH_DC_UNCL_ADM	Pay Change	Classified	Use when processing an unclassified administrative supplement.	Department Processor	Department Approver	Payroll Department
UC_TBH_DC_U_DATA_D	Data Change	Unclassified	Use when processing an unclassified data change. This template is department initiated.	Department Processor	Department Approver	Payroll Department
UC_TBH_DC_WS_AWRD	Pay Change	Work Study	Use when processing a student work study award change.	Department Processor	Student Employment Office	Payroll Department
UC_TBH_DC_FUND_CLS	Funding Change	Classified	Use when processing a funding change <u>only</u> .	Department Processor	Department Approver	Payroll Department
UC_TBH_DC_FUND_GAI	Funding Change	Graduate Assistant and Interns	Use when processing a funding change <u>only</u> .	Department Processor	Department Approver	Payroll Department
UC_TBH_DC_FUND_SPE	Funding Change	Special Payroll	Use when processing a funding change <u>only</u> .	Department Processor	Department Approver	Payroll Department
UC_TBH_DC_FUND_STU	Funding Change	Student	Use when processing a funding change <u>only</u> .	Department Processor	-	-

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UC_TBH_DC_FUND_U	Funding Change	Unclassified	Use when processing a funding change <u>only</u> .	Department Processor	Department Approver	Payroll Department
UC_DC_DEPT_CLS	Department Change	Classified	Use when processing a department change <u>only</u> .	Current Department Processor	Receiving Department Approver	Payroll Department
UC_DC_DEPT_GRD	Department Change	Graduate Assistant/ Graduate Intern	Use when processing a department change <u>only</u> .	Current Department Processor	Receiving Department Approver	Payroll Department
UC_DC_DEPT_SPEC	Department Change	Special Payroll	Use when processing a department change <u>only</u> .	Current Department Processor	Receiving Department Approver	Payroll Department
UC_DC_DEPT_STU	Department Change	Student Labor/ Work Study/ Non-UConn Student	Use when processing a department change <u>only</u> .	Current Department Processor	-	-
UC_DC_DEPT_UNCL	Department Change	Unclassified	Use when processing a department change <u>only</u> .	Current Department Processor	Receiving Department Approver	Payroll Department
UC_DC_SUP_ID_CLS	Supervisor ID	Classified	Use when processing a supervisor ID change <u>only</u> .	Department Processor	-	-
UC_DC_SUP_ID_GRD	Supervisor ID	Graduate Assistant/ Graduate Intern	Use when processing a supervisor ID change <u>only</u> .	Department Processor	-	-
UC_DC_SUP_ID_SPEC	Supervisor ID	Special Payroll	Use when processing a supervisor ID change <u>only</u> .	Department Processor	-	-
UC_DC_SUP_ID_STU	Supervisor ID	Student Labor/ Work Study/ Non-UConn Student	Use when processing a supervisor ID change <u>only</u> .	Department Processor	-	-
UC_DC_SUP_ID_UNCL	Supervisor ID	Unclassified	Use when processing a supervisor ID change <u>only</u> .	Department Processor	-	-

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UC_DC_TERM_CLS	Termination	Classified	Use when processing a termination.	Department Processor	-	Payroll Department
UC_DC_TERM_GRD	Termination	Graduate Assistant/ Graduate Intern	Use when processing a termination.	Department Processor	-	Payroll Department
UC_DC_TERM_SPEC	Termination	Special Payroll	Use when processing a termination.	Department Processor	-	Payroll Department
UC_DC_TERM_STU	Termination	Student Labor/ Work Study/ Non-UConn Student	Use when processing a termination	Department Processor	-	Payroll Department
UC_DC_TERM_UNCL	Termination	Unclassified	Use when processing a termination.	Department Processor	-	Payroll Department
UC_TBH_DC_TERM_CWR	Termination	Contingent Workers	Use when processing a termination for a contingent worker.	Department Processor	-	Payroll Department